

Dear Applicant:

Attached are the Qualification Summary, Examination Schedule, and a Benefits Summary for the position of Police Officer. Please pay particular attention to the qualifications as outlined in the Qualification Summary.

NEOGOV applications must be complete, correct and submitted on line to the City of Grapevine Personnel Department. Resumes will not be accepted. Application deadline is Friday, June 26, 2015.

Once your application has been submitted, it will be reviewed by a member of the Grapevine Police Department. Those applicants who meet the minimum qualifications will be contacted by e-mail. The e-mail will contain several attachments, including a Personal History Statement.

The original Personal History Statement plus **2** additional copies need to be returned **in person** to Sergeant Richard Savage (817-410-3203, rsavage@grapevinetexas.gov) at the Grapevine Police Department, located at 307 W. Dallas Road Grapevine Texas 76051 no later than **Thursday July 23, 2015 at 4:00 pm.**

In addition to the Personal History Statement you **must** submit **three** copies of each of the following required documents (see below) **and** produce an **Original** to verify authenticity of the copies – the original of all (except college transcripts) will be returned to the applicant. **IF YOU ARE NOT HIRED, THE TRANSCRIPTS WILL NOT BE RETURNED.**

1. Proof of U.S. Citizenship (**Birth Certificate or proof of naturalization**).
2. Current Driver's License. If not a Texas license, the ability to obtain a Texas Driver's License upon employment.
3. A copy of your high school diploma or GED equivalent.
4. Copies of **all** College Transcripts (**1 Certified/Official College Transcript and 2 copies must be turned in with the Personal History Statement**). The College or University must be accredited by a **Regional Association of Colleges and Schools**
5. Military discharge papers (DD214) **member 4 copy**, (if applicable).
6. Proof of TCOLE certification (if applicable).

NOTE: INCORRECT/INCOMPLETE PERSONAL HISTORY STATEMENTS WILL NOT BE ACCEPTED. An original college transcript must be turned in with the Personal History Statement. If you do not have an original college transcript, the Personal History Statement will not be accepted and you will not be allowed to test.

Parking is available at the rear of the Grapevine Police Department located at 307 W. Dallas Road, or across the street from the police department. Be sure your Personal History Statement & requested documents are prepared as requested to expedite this process.

POLICE OFFICER QUALIFICATION SUMMARY

Candidates must possess one of the following qualifications at the time of application:

1. 30 hours of college at a **Regionally accredited** college or university, **plus** (2) years current continuous employment in good standing with the City of Grapevine **OR**
2. 30 hours of college at an **Regionally accredited** college or university, **plus** (2) years active military service with an Honorable Discharge, **OR**
3. 30 hours of college at an **Regionally accredited** college or university, **plus** TCOLE license (Texas Peace Officer Certification), **OR**
4. Four year Bachelors degree from a **Regionally accredited** college or university, no police experience or certification required.

Applicants must possess all of the following:

A valid Texas driver's license or be able to attain prior to employment, Proof of U.S. Citizenship (Birth Certificate or proof of naturalization), Honorable Discharge (DD 214) if you served in the U.S. Armed Forces (if applicable), Texas Peace Officer Certification/TCOLE license with an Honorable Discharge from each prior law enforcement agency and will be given an Honorable Discharge from the applicants current police agency (if applicable).

Applicants must be at least age 21 on date of hire. No DWI/DUI convictions in last ten years. No Class B misdemeanor convictions in last 10 years. No Class A misdemeanor or felony convictions. No convictions, deferred adjudication, or probation for assault / family violence or theft.

For more information, please contact:
Sergeant Richard Savage
(817) 410-3203 Fax (817) 410-3207
Email rsavage@grapevinetexas.gov

POLICE OFFICER EXAMINATION SCHEDULE

Return Personal History Statement:

Applicants may turn in Personal History Statements and supporting documents any time prior to, but **no later than Thursday July 23, 2015 at 4:00 pm.**

PLACE: Grapevine Police Department
307 W. Dallas Road
Grapevine, Texas 76051

Applicant must present completed Personal History Statement (**in person**) or by certified mail (only you if live outside the DFW metroplex), together with requested documents. The examination admittance pass and test preparation manual will be issued following acceptance of the Personal History Statement. **Non-local applicants may mail their applications (Certified Mail) to the address above (Attn: Sergeant Richard Savage). Mailed personal history statements must be received no later than Tuesday July 21, 2015** to ensure enough turnaround time for admittance pass and test preparation manual to be mailed back to the applicant.

ENTRANCE EXAMINATION: Physical Assessment

DATE: Monday, July 27, 2015

TIME: 8:00 am

PLACE: Grapevine Middle School Football Stadium
901 Pony Parkway, Grapevine, Texas 76051

The exam consists of:

- 1.5 mile run
- Sit Ups
- Push Ups

A passing score is a 60% based on the New Cooper Age and Gender Based Standards for Law Enforcement. (Vertical test and 300 meter run will not be conducted)

ENTRANCE EXAMINATION: Written Assessment

DATE: Monday, July 27, 2015

TIME: 1:00 pm

PLACE: Grapevine Convention Center
1209 S. Main Street
Grapevine, Texas 76051

Check in will start at 12:30 pm. **Test will begin at 1:00 pm.** No one will be admitted after 1:00 pm. You must have your driver's license to be admitted. Please note if anyone leaves the building after the test has started, they will not be allowed re-entry.

Those passing the Physical Assessment will move on to the Written Assessment portion of the Entrance Examination.

Test scores will be posted when test scoring is completed on the entry doors of the Grapevine Convention Center no later than 5:15 pm. Those individuals passing both the physical and written examination will be given a time and date for a preliminary screening interview.

PRELIMINARY SCREENING INTERVIEWS:

DATES: Tuesday July 28, 2015 (Out of the DFW Area Applicants Only)

Wednesday July 29, 2015

Thursday July 30, 2015 (If Needed)

Friday July 31, 2015 (If Needed)

TIME: 7:00 am – 6:00 pm

PLACE: Grapevine Police Department
307 W. Dallas Road
Grapevine, Texas 76051

APPLICANTS MUST SUCCESSFULLY PASS THE FOLLOWING TO BE
CONSIDERED FOR HIRE:

- | | |
|------------------------------------|--------------------------|
| 1. Written test | 6. Polygraph Examination |
| 2. Physical Assessment | 7. Psychological Exam |
| 3. Preliminary Screening Interview | 8. Physical examination |
| 4. Background Investigation | 9. Drug screen |
| 5. Credit Check | 10. Chief's review |

POLICE OFFICER BENEFITS SUMMARY

BASE PAY

Starting Police Recruit Salary is \$4,107.44 monthly plus benefits (those attending Basic Academy). \$4,312.82 monthly plus benefits for applicants with TCOLE License and less than 24 months Police Officer experience. \$4,528.46 monthly plus benefits for applicants with TCOLE License and more than 24 months Police Officer experience.

IN ADDITION TO BASE PAY:

1. Longevity Pay: \$4 per month times years of service, up to 25 years.
2. Incentive Pay: \$50 per month for an Intermediate TCOLE Certificate,
\$75 per month for an Advanced TCOLE Certificate,
\$110 per month for a Master TCOLE Certificate.
3. Court Pay: Required court appearances are paid time & one half.
4. Retirement: TMRS at 20 years, city match 2:1, vested after 5 years.

OTHER BENEFITS:

1. 120 hours sick leave each year
2. 120 hours paid vacation
3. 9 paid holidays
4. Deferred Compensation Plan
5. Military leave
6. Sick leave buy back
7. Medical, dental, vision and life insurance
8. Issued uniform and equipment. Department issued Glock 22 handgun.
9. Uniforms dry cleaned at Department expense.